

**SMMC Managed Care Plan Report Guide
Achieved Savings Rebate (ASR) Financial Reports Summary**

04/30/2024

BENEFIT TYPE(S)

The Managed Care Plan providing the following benefit type(s) must submit this report:

- LTC
- MMA & MMA Specialty
- Dental

REPORT PURPOSE:

The purpose of this report is to provide the Agency with unaudited quarterly and annual Achieved Savings Rebate (ASR) Financial Reports that detail plan financial operations and performance for the applicable reporting period.

FREQUENCY & DUE DATES:

Report Year Type	Report Year Period
C = Calendar	01/01 – 12/31

Report Frequency	Reporting Data Period
A = Annually	Last two digits of year's data being reported
Q = Quarterly	Two digits for quarter of data being reported (01, 02, 03, 04)

With the exception of the first quarter (Q1) unaudited quarterly ASR Financial Report, unaudited quarterly ASR Financial Reports are due to the Agency on the fifteenth (15th) of the second month following the end of the reporting calendar quarter, with claims paid through the end of the reporting period. The Q1 unaudited quarterly ASR Financial Report is due to the Agency by June 1. Each subsequent quarter's report shall include restated versions of previously submitted quarters, paid through the end of the current reporting period. The ASR and MLR Exhibits within the ASR Financial Report shall use restated financial data. The quarterly ASR Financial Report shall be submitted with the certification of the CEO or CFO attesting to its accuracy, as discussed in Chapter 2, General Reporting Requirements, using the naming convention as described in Chapter 2.

Unaudited annual ASR Financial Reports are due to the Agency by May 1 following the end of the reporting calendar year, allowing for ninety (90) calendar days of claims runout. The following shall be submitted as part of the unaudited annual ASR Financial Report:

- One copy of the annual ASR Financial Report;
- Actuarial certification of incurred claims;
- Claim lag template;
- Certification by the CEO or CFO, as discussed in Chapter 2, General Reporting Requirements, using the naming convention as described in Chapter 2.

REPORT CODE & SUBMISSION:

Report Code	Not applicable: ASR Claim Lags Template
Report Code	Not applicable: ASR Dental Claim Lags Template
Report Code	Not applicable: ASR Dental Financial Report
Report Code	Not applicable: ASR Financial Report

The managed care plan must submit the required documentation to the applicable SFTP site, as specified in Chapter 2:

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1. For the unaudited quarterly submissions:

Comprehensive LTC Plans, LTC Plus Plans, MMA HMOs, MMA Capitated PSNs, MMA CMS Plan, and Dental Plans must submit the completed and accurate ASR Financial Report template as an Excel file and named ASR***YYQ#.xlsx (or ASR-Dental***YYQ#.xlsx), where *** is the Managed Care Plan's three-character identifier from the Plan Identifier Table (see Chapter 2), YY are the last two digits of the calendar year being reported, and # is the one digit of the quarter being reported (i.e., ABC Managed Care Plan's submission for the 1st quarter of 2015 would be named ASRABC15Q1.xlsx or (ASR-DentalABC15Q1.xlsx)). MMA Specialty Plans must submit the completed and accurate ASR Financial Report template as an Excel file and named ASR-S***YYQ#.xlsx, where *** is the Managed Care Plan's three-character identifier from the Plan Identifier Table (see Chapter 2) YY are the last two digits of the calendar year being reported, and # is the one digit of the quarter being reported (i.e., ABC Managed Care Plan's submission for the 1st quarter of 2015 would be named ASR-SABC15Q1).

a. The jurat page (included in the financial statement report template), which must be submitted separately as a PDF file and named ASR***YYQ#-jurat.pdf (or ASR-Dental***YYQ#-jurat.pdf or ASR-S***YYQ#-Jurat.pdf), where *** is the Managed Care Plan's three-character identifier, YY are the last two digits of the calendar year being reported, and # is the one digit of the quarter being reported. This jurat page must be signed only by the Managed Care Plan's chief executive officer (CEO). Delegate signatures will not be accepted.

b. A report attestation as described in Chapter 2.

2. For the unaudited annual submissions:

a. The completed and accurate ASR Financial Report template (or ASR-Dental Financial Report template), which must be submitted as an Excel file and named ASR***YYYY.xlsx (or ASR-Dental***YYYY.xlsx), where *** is the Managed Care Plan's three-character identifier, and YYYY are the four digits of the calendar year being reported.

b. The jurat page (included in the financial statement report template), which must be submitted as a PDF file and named ASR***YYYY-jurat.pdf (or ASR-Dental***YYYY-jurat.pdf or ASR-S***YYYY-jurat.pdf), where *** is the Managed Care Plan's three-character identifier, and YYYY are the four digits of the calendar year being reported. This jurat page must be signed only by the Managed Care Plan's CEO. **Delegate signatures will not be accepted.**

c. A report attestation, as described in Chapter 2, for the completed and accurate financial statement report template.

d. An actuarial certification of incurred claims, which must be submitted as a PDF file and named ASR***YYYY-act.pdf (or ASR-Dental***YYYY-act.pdf or ASR-S***YYYY-act.pdf), where *** is the Managed Care Plan's three-character identifier, and YYYY are the four digits of the calendar year being reported.

e. Claim lags for the reporting year, which must be submitted as an Excel file and named ASR***YYYY-claims.xlsx (or ASR-Dental***YYYY-claims.xlsx or ASR-S***YYYY-

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claims.xlsx), where *** is the Managed Care Plan's three-character identifier, and YYYY are the four digits of the calendar year being reported. Claim lags must be reported using the Agency's template, as specified in the Report Template section of this chapter. Instructions for completing the Claim Lags template are included in the template.

INSTRUCTIONS:

1. The Managed Care Plan must complete the financial reporting submission requirements using the Excel file template provided at the Agency's website, as specified in the Report Template section of this chapter, to report the following sets of financial data as applicable to each Managed Care Plan:

Quarterly ASR Financial Report:

- MMA Revenue & Expense Schedule (Summary and Regional);
- MMA Subcapitation Schedule (Summary);
- MMA Expanded Benefits (Summary);
- MMA Related-Party Schedule (Summary);
- Enhanced MPIP Schedule (Summary);
- LTC Revenue & Expense Schedule (Summary and Regional);
- LTC Subcapitation Schedule (Summary);
- LTC Expanded Benefits (Summary)
- LTC Related-Party Schedule (Summary);
- ASR Exhibit;
- MLR Exhibit.

Annual ASR Financial Report:

- MMA Revenue & Expense Schedule (Summary and Regional);
- MMA Subcapitation Schedule (Summary);
- MMA Expanded Benefits (Summary);
- MMA Related-Party Schedule (Summary);
- Enhanced MPIP Schedule (Summary);
- LTC Revenue & Expense Schedule (Summary and Regional);
- LTC Subcapitation Schedule (Summary);
- LTC Expanded Benefits (Summary);
- LTC Related-Party Schedule (Summary);
- ASR Exhibit;
- MLR Exhibit
- ASR Claim Lag template.

Quarterly ASR-Dental Financial Report:

- Dental Revenue & Expense Schedule (Summary and Regional);
- Dental Expanded Benefits (Summary);
- Dental Related-Party Schedule (Summary);
- ASR Exhibit;
- MLR Exhibit.

Annual ASR-Dental Financial Report:

- Dental Revenue & Expense Schedule (Summary and Regional);
- Dental Expanded Benefits (Summary);
- Dental Related-Party Schedule (Summary);
- ASR Exhibit;
- MLR Exhibit

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- ASR Dental Claim Lag template.

Refer to the current ASR Financial Report template and current ASR-Dental Financial Report template for additional general instructions as well as schedule-specific instructions. Instructions for the Claim Lag template are included in the template itself.

2. It is the responsibility of the Managed Care Plan to use the most current financial statement report template, as specified by the Agency.
3. The Managed Care Plan must complete the Revenue & Expense schedules for each region in which the Managed Care Plan has a contract.
4. The Managed Care Plan must use generally accepted accounting principles (GAAP) in preparing the ASR Financial Reports.
5. The Managed Care Plan must submit financial statements that are specific to the operations of the Managed Care Plan rather than to a parent or umbrella organization.

VARIATIONS BY MANAGED CARE PLAN TYPE:

No variations.

REPORT TEMPLATE:

The Agency templates can be found using the directions in Chapter 1. Dental Plans must use the ASR-Dental Financial Report template, and MMA and LTC plans must use the ASR Financial Report template.

AMENDMENT HISTORY:

PLAN COMMUNICATION	DATE	RECAP OF CHANGE(S)
RCN 2024-03	04/17/2024	<p align="center"><u>ASR Financial and ASR Dental Financial Report Templates</u></p> <p>Regarding requirements: Adding a comparison of the annual financial statements to the Medical Loss Ratio (MLR) formation section to the MLR Exhibit tab to become compliant with 42 CFR 438.8(k)(xi).</p> <p>Changes tab: changed date of latest version and added change (<i>i.e.</i>, #78 on line 206 of ASR Financial Report Template).</p> <p>MLR Exhibit Instructions tab: added instructions for the financial comparison.</p> <p>MLR Exhibit tab: added a comparison section to compare the annual financial data between the MLR data.</p> <p><u>04/30/2024 Update:</u> A technical correction has been made to the Achieved Savings Rebate template. Cells</p>

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		U11 through U15 have been unlocked on the MLR Exhibit tab for the MMA and LTC plans. For the Dental plans, the difference column is now comparing total to date instead of Q4 on the MLR exhibit tab.
None	None	No change(s) from the SMMC Report Guide 9/1/2019.

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